

## Job Description/Duties

- Ability to perform all duties and respond to inquiries in a non-partisan manner
- Excellent customer service skills for interactions with variety of individuals
- Ability to handle difficult public contact situations with tact and in a non-partisan manner
- Excellent oral/written interpersonal and communication skills
- Strong knowledge of Microsoft Office applications with emphasis on Outlook, Word, and Excel
- Ability to work with minimal oversight to efficiently and effectively meet required deadlines in compliance with State and Federal Election Laws.
- Strong attention to detail to maintain complete and accurate records
- Ability to exercise independent judgment, discretion, and initiative in completing assignments
- Dedication to preserving election integrity

## **EDUCATION AND EXPERIENCE:**

- High school diploma/GED equivalent
- Demonstrated computer proficiency skills with emphasis on Microsoft Office applications
- Election experience is preferred, but not required

## **SUPERVISORY RESPONSIBILITIES:**

This position has minimal supervisory responsibilities of election officers and in absence of the Director of Elections

## **GENERAL WORK SCHEDULE:**

8:30 am – 4:30 pm, Monday – Friday

Extended and Saturday hours required during election cycles

Reports To: Director of Elections /General Registrar